

Syllabus for  
**CHRM 460 — Church Administration**  
3.0 Credit Hours  
Fall 2020

I. COURSE DESCRIPTION

Emphasizes church administration, including organization, programming, aspects of leadership, and the relationship of the church to the denomination and to society. Gives attention to various aspects of the minister's work, including his or her schedule.

II. COURSE GOALS

The purpose of this course is to enable the student do the following:

- A. Gain an understanding of the Biblical and/or theological foundations for leadership.
- B. Develop an understanding of the administrative process.
- C. Develop an appreciation for the roles and responsibilities of church leadership.
- D. Gain an understanding of key administrative concepts.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

Upon successful completion of this course the student will be able to do the following:

- A. Define key administrative and leadership terms.
- B. Compare and contrast various administrative and leadership theories.
- C. Analyze and discuss the roles and responsibilities of leadership in the church.
- D. Analyze and discuss key administrative concepts.
- E. Build a strategic plan for ministry situation.

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

- A. Required Materials
  - 1. Textbook

Anthony, Michael and James Estep, Jr., eds. *Management Essentials for Christian Ministries*. B&H Publishing, 2005. ISBN: 9780805431230

Cooke, Phil. *Unique: Telling Your Story in the Age of Brands and Social Media*. Baker Books, 2012. ISBN: 9780801017605

Powers, Bruce. *Church Administration Handbook*. B&H Publishing, 2008. ISBN: 9780805444902

2. Other  
Lamp, Jeffrey S. *Undergraduate Theology Department Manual of Style*. Tulsa: ORU Copy Center, 2015.

B. Optional Materials

1. Textbooks: None
2. Other: None

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
2. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:
  - a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
  - b. Failing to meet group assignment or project requirements while claiming to have done so;
  - c. Failing to cite sources used in a paper;
  - d. Creating results for experiments, observations, interviews, or projects that were not done;
  - e. Receiving or giving unauthorized help on assignments.By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
4. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
5. Students are to be in compliance with University, school, and departmental policies regarding the Whole Person Assessment requirements. Students should consult the Whole Person Assessment handbooks for requirements regarding general education and the students' majors.
  - a. The penalty for not submitting electronically or for incorrectly submitting an artifact is a zero for that assignment.
  - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.
6. As educational pedagogy has continued to develop, the effectiveness of blended learning (including face-to-face, virtual, and online) has become more apparent.

In particular, face-to-face instruction is still a critical piece of the learning dynamic. Even so, there will be instances where virtual learning is appropriate and successful and may be necessary due to travel restrictions or health concerns which force isolation or quarantine.

If the student is not well and needs to isolate or quarantine, he or she is expected to follow the instructions as outlined in the “Coronavirus Response Plan.” To accommodate this situation, Zoom or Bongo sessions are available for all classes. Please communicate to your professor if you are going to be attending classes virtually due to illness. Zoom or Bongo attendance will count if the camera is on and the student is present on the screen and fully engaged for the duration of the class

B. Department Policies and Procedures  
Completion of a Course

- a. Late work will not be accepted. Assignments are due on or before the deadline given.
- b. Under rare circumstances, exceptions may be made in consultation with the faculty member for the course. However, except in extreme emergencies, students must contact faculty members before the assigned due date and request an exception to the policy.

2. Incompletes

- a. An incomplete is given only after the student establishes with the instructor and the department chair by written petition that his or her work is incomplete for good cause (i.e., lengthy illness, death in the family). **Incompletes are rarely granted.** Only those absences that are incurred within the time period of the extenuating circumstances prompting an incomplete will be excused. The student is still accountable for any other absences and will be penalized for them according to the attendance policy.
- b. A Petition for Incomplete Grade with all supporting documentation must be submitted for approval at least one week prior to the end of normal classes. The submitting of a petition does not automatically ensure the granting of an incomplete. The petition must be approved by the appropriate academic committee of the Undergraduate Theology Department.

3. Examinations and Other Assignments

- a. Early examinations **are not** allowed.
- b. Late examinations are administered only when extenuating circumstances are present (such as a death in the family the week before exams, sudden and major illness the week of exams that is documented by a physician). In fairness to all students, some persons should not have more time to prepare for an examination than others. **The granting of a late examination request is rare.**
- c. A Petition for Late Examination without penalty must be signed by the professor and the chair. Proper documentation must accompany the petition and must be submitted to the Undergraduate Theology Department. The student must schedule the makeup exam with the professor of the course. The exam must be taken no later than five (5) calendar days after the approval of the petition. **Grade penalties may be applied as indicated by the Academic Affairs Committee.**

- d. **All exams will be given as scheduled. It is the student's responsibility when purchasing airline tickets, for example, to take this schedule into consideration. Not being present for the final examination automatically results in failure of the course.**
- e. These requirements apply to all quizzes, tests, and examinations administered by the Undergraduate Theology Department.

C. Course Policies and Procedures

- 1. Evaluation Procedures
  - a. Interactive Reading Reports 10%
  - b. Support Ministry Interviews 15%
  - b. Group Reading/Interaction 20%
  - c. Strategic Plan Project/Paper 30%
  - d. Midterm Exam 10%
  - e. Final Exam 15%
  - Total 100%

Grading Scale: A= 9+; B= 80+; C=70+; D=60+; F=59 or less

- 2. Whole Person Assessment Requirements: none.

- 3. Other Procedures:

- a. **Interactive Reading Report (10%)**  
The student will complete a series of Interactive Reading Reports (form on D2L) while reading the entire Powers' text. For each chapter the student will choose a topic with which to interact personally (i.e. positively, negatively, implications for ministry, etc.).
- b. **Support Ministry Interviews (15%)**  
The student will interview individuals serving in support services ministry. Interviews will include people working in the facility/janitorial, finance, and secretary/administration areas in a local church. The student will prepare a 5-7 page written report of the findings, personal reflections, and implications for ministry. Follow the guidelines on D2L. *Students cannot reuse interviews and work done for other courses for this project. The use of "recycled work" without prior written permission from the course instructor will result in a zero for the assignment.*
- c. **Group Reading/Interaction with the Cooke textbook (20%)**  
After reading each chapter in Cooke's *Unique* the student will complete a Summary-Interaction report due at the beginning of the class as assigned. These will be the basis of discussion in class or via Zoom/ Bongo on Fridays. In order to receive partial credit when absent, the student must submit an electronic copy **prior to** the start time of the class on the date due.
- d. **Strategic Plan Project/paper (25%)**  
Prepare a 10-12 page paper detailing the planning and organizing of a local church ministry. The work may represent an already existing church ministry or may be a future church plant. Please structure your paper according to the guidelines in D2L and utilize the *Management Essentials for Christian Ministries* text.
- e. **Exams: Midterm (10%) and Final (20%)**

Two exams will be administered. Each exam will have objective, short answer, and essay components; and will include lectures, textbooks, and guest lecturers.

VI. COURSE CALENDAR

<u>Week</u>	<u>Unit/Subject</u>
1	Introductions & Definitions
2	Biblical & Theological Foundations
3	Strategic Planning: Mission/Vision, Goals, Objectives
4	Strategic Planning: Policies, Procedures
5	Finances & Budget
6	Organization: Structures, Job Descriptions, Meetings
7	Organization: Leadership, Communication
8	Staffing: Volunteers & Staff Members
9	Staffing: Legal & Ethical Concerns
10	Directing: Mentoring & Teams
11	Directing: Working with Boards & Committees
12	Evaluation: Performance Reviews
13	Evaluation: Programs
14	Leadership Styles/Women in Ministry